



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

Regional Office Assistant, Limited Term #436

1405 N. Imperial Avenue, Suite #1, El Centro, CA 92243

Hiring Range: \$11.35 - \$14.75 per hour

Open Until Filled. First Review of Applications: Monday, October 3, 2011

THE POSITION

This limited term position is an at-will position funded until June 30, 2012. The position may be extended depending upon available funding.

The employee will support SCAG's regional office in Imperial County as well as the Imperial County Transportation Commission. The employee will work under the supervision of SCAG's Regional Services Officer. The employee will be responsible of administrative and outreach duties.

The successful candidate will provide general office assistance to staff, maintain office equipment, and act as a liaison with other departments/elected officials regarding communications, projects, and events.

DESCRIPTION OF DUTIES

- Act as receptionist; answers incoming calls; receives and greets the public; takes messages; schedules meetings and conference calls.
- Provides information regarding the agencies to interested parties.
- Coordinates meetings and sets up equipment for videoconferencing.
- Maintains office files; maintains electronic database of contacts.
- Assists with the preparation of a variety of documents including letters and mailings.
- Orders, receives, inventories, stores, and distributes supplies, forms, and related items; prepares purchase requests; and maintains related records.
- Assists with travel arrangements when needed.

THE IDEAL CANDIDATE

- Is fluent in reading, writing, and speaking English and Spanish;
- Has strong service orientation;
- Takes the initiative to ensure deadlines are met;
- Has excellent written and oral communication skills.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to a high school diploma supplemented by specialized training and course work in business, administration, office practices, or a related field and one year of clerical experience that involves public contact. Bilingual fluency in English and Spanish is required.

Ability to:

- Work under general supervision within a broad framework of standard policies and procedures.
- Understand the organization and operation of SCAG and of outside agencies as necessary to assume assigned responsibilities.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate modern office machines and equipment including video conferencing equipment, computers, printers, copiers, and FAX machines; routinely use word processing and spreadsheet computer software applications.

Knowledge of: Modern office procedures, methods, and equipment including computer equipment and applicable software programs. English usage, spelling, vocabulary, grammar, and punctuation. Principles and practices of business letter writing. Principles and techniques used in dealing with the public. Basic mathematical principles.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and resume to:

Southern California Association of Governments

Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1931
(213) 630-1493 fax

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice. Applicants must clearly demonstrate through their application materials that they meet the minimum qualifications. Selection process may include a review of writing samples, panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check and a DMV report may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Employees earn 3.0769 hours per payroll period, depending on length of experience.
- **Sick Leave:** Employees earn 3.6923 hours every payroll period or one day per month.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for Ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union.
- Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is the largest Metropolitan Planning Organization in the country and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred ninety-one cities, 38,000 square miles and a population of over 18 million. For more information on SCAG, please visit our Web site at www.scag.ca.gov.

The Imperial County Transportation Commission, better known as ICTC, is an association of city, county, and local governments created to address regional transportation issues. Its member agencies include the County of Imperial, the seven incorporated cities and the Imperial Irrigation District within the Imperial County. The ICTC is comprised of one elected official from each of the seven incorporated cities in Imperial County, two Imperial County Supervisors and one Imperial Irrigation District Board of Director. Monthly commission meetings provide a public forum for discussion and collaborative decision-making on significant issues of regional transportation and mobility. As the state-designated Regional Transportation Planning Agency (RTPA) for Imperial County, ICTC is responsible for developing and updating a variety of transportation plans and for allocating the federal and state funds to implement them.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.